



**LARAMIE COUNTY  
COMMUNITY COLLEGE**  
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**OFFICE OF THE PRESIDENT**  
**Dr. Joe Schaffer**

To: LCCC Board of Trustees

From: Joe Schaffer, President

Cs: Dr. Kari Brown-Herbst, Interim VP of Academic Affairs  
Chad Marley, Chief Information Officer  
Jamie Spezzano, Director, Procurement & Contracting

Date: July 22, 2020

Subject: Request for Spending Authority for Course Catalog System

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Please accept this request to seeking your authority to expend funds for the purchase of two DIGARC products, Acalog and Curriculog. This purchase is associated with House Education Act 0096 (2019) which requires the community colleges and the University of Wyoming to implement course catalog software to help provide a consistent student experience between Institutions. Also included in this legislation is the expectation that all institutions develop and maintain a centralized database of information associated with the colleges' curriculum. The Acalog and Curriculog software tools have been identified as supports to the colleges and the University in accomplishing this legislative mandate.

The anticipated cost for implementation and for the first two years of licensing exceeds \$60,000, and thus requires your approval to grant me spending authority. The details of the costs associated with these products are as follow:

- License/Hosting:
  - Acalog license \$21,780.00
  - Acalog Hosting (Year 1) \$5,920.00
  - Acalog Hosting (Year 2) \$5,920.00
  - Curriculog license \$21,780.00
  - Curriculog Hosting (Year 1) \$5,920.00
  - Curriculog Hosting (Year 2) \$5,920.00
- Services:
  - Acalog \$9528.75
  - Curriculog (waived)
- **TOTAL: \$76,768.75**

Dr. Brown-Herbst and Chief Technology Officer Chad Marley have collaborated throughout the preliminary work on this project. We have had a broad team of LCCC stakeholders engaged in examining software and we have collaborated with our peers throughout the state in our selection of DIGARC. We have also sought our Director of Purchasing and Procurement, Jamie Spezzano's expertise in vetting contract language and evaluating the Sole Source agreement for DIGARC. Upon approval we will position a cross-College team to begin collaborating on the implementation and rollout of both products.

Last, I want to note that while we will be paying for this purchase initially from LCCC funds, the Wyoming Community College Commission (WCCC) will be reimbursing these costs to the College in their entirety, using either State appropriations tied to the legislation directing these actions or CARES Act dollars allocated to the State of Wyoming.

**Staff Recommendation:** That the Board of Trustees authorizes the President to expend funds for the purpose of acquiring Acalog and Curriculog products and services as outlined in this memorandum, with the anticipation that these expenses will be fully reimbursed by the Wyoming Community College Commission.